



**MINUTES**  
**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE**  
**THURSDAY, DECEMBER 13, 2012 - 8:00 A.M.**  
**COURTHOUSE CONFERENCE CENTER**  
**SECOND FLOOR – EAST WING**  
**ROCK COUNTY COURTHOUSE**  
**JANESVILLE, WI**

**1. CALL TO ORDER**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, December 13, 2012 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Phil Owens, Marilyn Jensen and Mary Mawhinney.

Planning & Development Staff present: Paul Benjamin (Director), Colin Byrnes (Zoning Administrator), Steve Schraufnagel (Acting Secretary), Chris Munz Prichard (Planner) and James Otterstein (Economic Development Manager)

Citizens present: Sarah Williams, Gary Peters, Steve Lathrop (Combs & Associates), Bob Leuenberger (Batterman), Joe Ryan, Raymond Matteson, and Caleb Pourchot.

**2. ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda as presented, Supervisor Gustina seconded. **ADOPTED 5-0.**

**3. MEETING MINUTES – NOVEMBER 8, 2012**

Supervisor Jensen moved the approval of the November 8, 2012 Committee minutes with a correction on page 3 under 8B. *Equality* should be changed to *Equity*; seconded by Supervisor Mawhinney. **APPROVED AS AMENDED. 5-0**

**4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS**

None at this time.

**5. CODE ENFORCEMENT**

- **Action Item: Request for a Change of Use for an existing driveway on Controlled Access W. County Road A. – Gary Peters**

Mr. Byrnes gave a brief background to Mr. Peters request. A change in use requires approval from both the Transportation and Planning & Development Committees. Mr.

Peters would like to develop a portion of his property and cannot obtain another legal new driveway. Hence, he wants to take an existing field entrance and convert it to a residential use. Thereby greatly increasing the number of ingresses and egresses. Staff is recommending denial for that reason.

Supervisor Owens made a motion to approve change of use; Seconded by Supervisor Gustina. All in favor – **Denied (Yes –0 No- 5, Absent – 0)**

- **Action Item: Preliminary Approval of Land Divisions**

Mr. Benjamin discussed the submitted land division.

- LD 2012 039 (Johnstown Township) – Gail Ritsema.

Supervisor Mawhinney made a motion to conditionally approve LD 2012 039; Seconded by Supervisor Gustina. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions of Approval:

1. Existing structures shall meet setback regulations.
2. Show septic and well location for existing structures on lot.
3. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 13, 2013.
4. Certified Survey Maps that are subject to local approval must be recorded within 6-months of their last approval and 24 months of the first approval.
5. 33' ½ ROW along N. Emerald Grove Road at the discretion of the Town of Johnstown.
6. Note of Final Map: "Since Lot 1 contains existing buildings which use an existing private sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the lot maybe restrictive to the replacement of the existing system."

- LD 2012 040 (Avon Township) Ray Matteson

Mr. Byrnes discussed the remaining land divisions.

Supervisor Gustina made a motion to conditionally approve LD 2012 040; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions of Approval:

1. Existing structures shall meet setback regulations.
  2. Show septic and well location for existing structures on lot.
  3. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 13, 2013.
  4. Certified Survey Maps that are subject to local approval must be recorded within 6-months of their last approval and 24 months of the first approval.
  5. 66' ½ ROW along W. Brandherm Road & 33'1/2 ROW along W. Carroll Road at the discretion of the Town of Avon.
  6. Note of Final Map: "No building, which produces wastewater allowed on lot."
- LD 2012 041R (Beloit Township) Robert Bauer.

Supervisor Gustina made a motion to conditionally approve LD 2012 041R; Seconded by Supervisor Mawhinney. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions of Approval:

1. Existing structures shall meet setback regulations.
2. Show septic and well location for existing structures on lot.
3. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 13, 2013.
4. Certified Survey Maps that are subject to local approval must be recorded within 6-months of their last approval and 24 months of the first approval.
5. 50' ½ ROW dedicated along State Highway 213 in front of lot 1.
6. Note of Final Map: "No building, which produces wastewater allowed on lot."

- **Action Item: Request for Land Division Fee Reduction – LD 2012 041R – Robert Bauer.**

Mr. Byrnes stated that the Bauer's are requesting a fee reduction or refund for Lot 2 of the above Land Division. They feel the cost is unreasonable. Lot 2 is a 35-acre lot that they feel does not fall under the normal sized lot for review.

Supervisor Owens made a motion to approve a 50% reduction in the application fee subject to review of the fee schedule. Replaced by the motion below.

Supervisor Mawhinney made a motion to table the fee payment until a review of the fee schedule is conducted; Seconded by Supervisor Jensen. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

The fee schedule review will be conducted at the first meeting in January. (January 10, 2013.

- LD 2012 042 (Center Township) Ayen Farms Partnership.

Supervisor Jensen made a motion to conditionally approve LD 2012 042; Seconded by Supervisor Gustina. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions of Approval:

1. Existing structures shall meet setback regulations.
2. Show septic and well location for existing structures on lot.
3. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 13, 2013.
4. Certified Survey Maps that are subject to local approval must be recorded within 6-months of their last approval and 24 months of the first approval.
5. 33' ½ ROW dedicated along N. Roherty Road at the discretion of the Town of Center.
6. Note of Final Map: "Since Lot 1 contains existing buildings which use an existing private sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the lot maybe restrictive to the replacement of the existing system."

7. Land Division abutting a state trunk highway or connecting highway shall comply with DOT Trans 233.

- **Action Item: Resolution for Expansion of Turtleville Cemetery Plat.**

Supervisor Owens moved to approve Turtleville Cemetery Addition; second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

6. **FINANCE**

**Action Item: Department Bills/Encumbrances/Amendments/Transfers**

Supervisor Mawhinney moved to approve the bills; second by Supervisor Owens. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

7. **COMMUNITY DEVELOPMENT**

- **Action Item: Resolution Authorizing Contract With the Department of Administration in the amount of \$381,000 and entering into Agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant.**

Mr. Benjamin explained to the Committee that this project involves the rehab of a tobacco warehouse within the City of Edgerton.

Supervisor Owens expressed concern about the matching funds ratio if the Edgerton Community Outreach faults on the loan. Would Rock County be responsible?

Supervisor Jensen moved to approve the resolution pending staff confirming the wording of the contract; second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

8. **Economic Development**

- **Action Item: Update to Rock County Economic Development Revolving Loan Fund Policies & Procedures Manual.**

Mr. Otterstein explained to the Committee the reason the Manual needs to be updated. Supervisor Mawhinney would like a quarterly update on the Rock County Economy.

Supervisor Gustina moved to approve the Manual update; second by Supervisor Owens. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

9. **DIRECTORS REPORT**

- **Farmland Preservation Plan** – The text has been edited and will now go to DATCP for their review. Town of Janesville is still not on board and will take further staff work.
- **County Engineer** – 3 candidates will be brought back for second interviews on December 20. The new hire will begin work after the first of the year.
- **City of Beloit and Town of Turtle Joint Meeting** – Paul attended the meeting on November 27.
- **LTE Housing Inspector Position** – William Shipley has been hired to help with inspections related to the housing programs. Position is for 6-months.
- **Workshop in February, 2013** – The Agency is anticipating a workshop to be held in early February. Topic covered would be the Town Zoning Ordinances, status on the County Land Division Ordinance, MOA's and how to apply for AEA's.
- **U.S. Housing and Urban Development Notice of Funding Availability for Lead Hazard Control** – The Agency has recently been notified of the availability of grant monies for Lead Hazard Control. Rock County will be joining with the Cities of Beloit and Janesville along with the Health Department to complete an application that will be due February 4. Mr. Benjamin handed out several County Maps depicting age of housing and high lead levels.

10. **COMMITTEE REPORTS**

Supervisor Mawhinney expressed regret that she was not notified of Don Barnes retirement party.

11. **ADJOURNMENT**

Supervisor Gustina moved to adjourn the committee at 9:35 a.m.; second by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, January 10, 2013 at 8:00 a.m.**

Prepared by: Steve Schraufnagel - Acting Secretary